

# **CITY OF CENTRAL BUILDING PERMIT GUIDE / CHECKLIST**

This checklist outlines the minimum documentation typically necessary to demonstrate compliance with applicable codes and standards including the applicable provisions of the 2009 International Building Codes, City of Central Municipal Code, and City of Central Historic Design Guidelines.

## **BUILDING PERMIT APPLICATION**

- Please fill out all information. If there are parts you are unsure of, please contact Greg Thompson, Community Development Director at 303-582-5251 ext 207

## **PROJECT INFORMATION**

### **TYPE OF PERMIT**

- WHAT TYPE OF WORK IS THE BUILDING PERMIT FOR?
  - New Single Family Dwelling Unit / Multi-Family/ Townhome/Commercial
  - Additions
  - Demolition
  - Remodel/Repair/Replacement
  - Plumbing, Mechanical, Electrical\*
  - Foundation/Structural
  - Excavation
  - Painting
  - Roofing
  - Signs

## **CONTRACTOR INFORMATION**

### **CONTRACTOR LICENSE**

- Each Contractor and Subcontractor on a project is required to get a Central City Contractor's license and a Business license from the City.
- No Building Permit will be issued unless the Contractors have both Business and Contractor Licenses
- Applications can be picked up at City Hall and are available at <http://www.centralcitycolorado.us/government.html>

## **PROJECT DESCRIPTION**

### **PROJECT VALUATION**

- Please insert in the box the total estimated cost for the project
- This is what is used to determine the building permit fees.

### **TYPE OF CONSTRUCTION**

- See Section 602 (attached) or contact City Staff

### **OCCUPANCY**

- See Chapter 3 (attached) or contact City Staff

### **OCCUPANT LOAD**

- See Section 1004, Table 1004.1.2 (attached) or contact City Staff

### **NEW CONSTRUCTION / ADDITIONS PROJECTS**

- In addition to the information required on the BP Application, you must also provide a site plan and survey. Attached is a copy of the survey requirements

# FREQUENTLY ASKED QUESTIONS

## **DOES YOUR PROJECT REQUIRE DESIGN REVIEW APPROVAL BY HPO/HPC?**

- Generally, interior work does not require Historic Preservation Officer (HPO) or Historic Preservation Commission (HPC) review and/or approval.
- All exterior work including but not limited to, new construction, additions, repairs or replacements of windows, roofing, siding, foundations, porches, retaining walls, painting, doors, and decking requires HPO and/or HPC approval before a building permit can be issued.

## **WHEN DO I HAVE TO PAY MY PERMIT FEES?**

- If your project involves plan review, you are only required to pay the Permit Plan Review Fee. Once Plan Review is completed, you must pay all other permit and plan review fees prior to the issuance of a building permit.
- Prior to issuance of a building permit, all applicable fees and taxes shall be paid.

## **HOW DO I SCHEDULE BUILDING INSPECTIONS WITH THE BUILDING OFFICIAL?**

- To schedule an inspection, contact Colorado Code Consulting directly at 720-371-0719 or at [tthomas@coloradocode.net](mailto:tthomas@coloradocode.net) or Greg Thompson, the Community Development Director at 303-582-5251 or at [planner@cityofcentral.co](mailto:planner@cityofcentral.co).
- Also, please review the attached building inspection policy.

## **WHEN IS A PROJECT REQUIRED TO PROVIDE A SURVEY/SITE PLAN?**

- Attached, please find the City's boundary line survey requirements.
- Generally speaking, if your project involves new construction, or an addition that increases the horizontal square footage of an existing building, you are required to provide a boundary line survey to ensure setbacks are met.

## **DO I NEED A PLUMBING OR MECHANICAL PERMIT?**

- Yes. A building permit is required to install new systems and work on existing plumbing and/or mechanical systems.

## **DO I NEED A GRADING PERMIT?**

- Yes. A building permit is required to move more than 50 cubic yards. An engineering plan including existing and proposed contours must accompany the submittals in the joint application form and routing sheet.

## **WHAT BUILDING CODE DOES CENTRAL CITY USE?**

- 2009 International Building Code. Your design engineer or contractor should be familiar with and have access to the code details. Copies of the IBCs may be found at City Hall, 141 Nevada St.

## **I AM A CONTRACTOR. DO I NEED A CONTRACTOR'S LICENSE?**

- Yes, Central City requires all contractors and subcontractors on a project to have a City Contractor's and Business License. These shall be renewed yearly.

## **WHAT ARE THE SNOW AND WIND LOADS AND FROST DEPTH REQUIREMENTS?**

- Wind load is 120 mph, exposure B).
- Snow loads 70 psf (pounds per square foot).
- Frost Depth 36"

# **CENTRAL CITY BUILDING INSPECTION POLICY**

**ALL INSPECTION REQUESTS FOR COMMERCIAL  
AND/OR RESIDENTIAL PROJECTS MUST ADHERE TO  
THE FOLLOWING PROCEDURES:**

- I. BUILDING INSPECTIONS WILL BE BY  
APPOINTMENT ONLY.**
- 2. TO SCHEDULE AN INSPECTION, THE  
PROPERTY OWNER / CONTRACTOR /  
AUTHORIZED AGENT MUST SCHEDULE THE  
INSPECTION AT LEAST 24 HOURS IN  
ADVANCE OF THE REQUESTED INSPECTION  
DATE.**
- 3. TO SCHEDULE AN INSPECTION, CALL 720-371-  
0719 – TERI THOMAS, COLORADO CODE  
CONSULTING. ALTERNATIVELY, CALL GREG  
THOMPSON AT 303-582-5251.**

## **Sec. 16-191. SITE PLAN AND SURVEY REQUIREMENTS.**

(a) Purpose. The purpose of this Section is to ensure compliance with the zoning and development standards of this Chapter.

(b) Applicability. Site plans and boundary line surveys shall be required before issuance of a building permit for any use by right except for:

- (1) Interior improvements performed within a structure or building; or
- (2) Additions to structures or buildings that do not increase the existing building footprint.

(c) Site plan requirements. A site plan required under this Section shall illustrate, by scaled drawing, the proposed layout of a lot, showing all elements of site development, including at a minimum the following information:

- (1) All setbacks enumerated in Section 16-36 of this Code.
- (2) Existing and proposed building locations and building height.
- (3) Driveway route.
- (4) Grading and drainage plans, showing existing and proposed topography.
- (5) Location of existing and proposed utilities.

(d) Boundary line survey. A boundary line survey required under this Section shall be prepared by a Colorado-licensed professional land surveyor and shall illustrate the boundaries of the property for which a building permit is sought in conformance with Section 38-51-106, C.R.S.

(1) A survey plat prepared not more than five (5) years prior to the date of building permit application is acceptable, provided that the property lines are physically identified on the property by a Colorado-licensed professional land surveyor prior to the initial or footing inspection by the City and no property boundaries or recorded or apparent easements have been altered since the original date of the survey plat.

(2) Submittal of a survey plat in conformance with this Section shall not constitute satisfaction of the requirements for deposit of surveys set forth in Section 38-51-107, C.R.S.

(e) Approval criteria. A site plan and boundary line survey shall be reviewed and approved by the Zoning Administrator or his or her designee within thirty (30) days of submittal of a complete application if such site plan and survey meet all the criteria set forth in this Section and all applicable zoning and development standards set forth in this Chapter. For purposes of commencing the thirty-day review period, the Zoning Administrator shall determine if the application is complete, based on the requirements of this Section. Any incomplete application shall be returned to the applicant with specific instructions for completion. If the Zoning Administrator fails to render a decision within said thirty-day period, the site plan and survey plat shall be deemed approved and a building permit shall be issued. (Ord. 05-17 §1, 2005)